

Dear New Employee:

Congratulations on your new position and welcome to the Maine State Government Civil Service Team! As one of the newest members of our Team, you will be challenged to continuously improve the quality of public service. We are proud of our accomplishments and commitment to achieving an unparalleled quality of life for the citizens of our state.

You are critical to the success of our mission. As you go about your daily schedule, you can take pride in knowing that your unique contributions will impact the lives of thousands of Maine citizens, today and for future generations.

You will be provided with information at the New Employee Orientation and in the Orientation Handbook to assist you in becoming familiar with benefits and services available to you as a state employee. Your department's human resources representative can provide additional information and/or answer questions you might have on these matters. Please feel free to contact him/her for assistance.

## TABLE OF CONTENTS

<b>Forward .....</b>	<b>i</b>
<b>1. Employee Benefits .....</b>	<b>1</b>
Health & Dental Insurance .....	2
Retirement .....	3
Life Insurance .....	6
Child Care Reimbursement .....	9
Deferred Compensation .....	10
<b>2. Leave Time .....</b>	<b>11</b>
Vacation Leave .....	12
Sick Leave .....	12
Childbearing and Adoption Leave .....	12
Family and Medical Leave .....	13
Bereavement Leave .....	13
Holidays .....	13
Jury Duty .....	13
Military Leave .....	13
Unpaid Leave of Absence .....	14
Personal Days .....	14
Educational Leave .....	14
<b>3. Collective Bargaining .....</b>	<b>15</b>
Representation, Rights & Benefits .....	16
Position Assignment .....	16

<b>4.</b>	<b>Personnel Policies &amp; Procedures.....</b>	<b>17</b>
	Performance Management and Appraisal .....	18
	Notification of Absenteeism/Tardiness .....	20
	Travel and Expense Procedure .....	20
<b>5.</b>	<b>Civil Service System.....</b>	<b>23</b>
	Selection and Advancement of Employees .....	24
	Types of Positions .....	24
	Effective Employment Application .....	25
	Employment Registers .....	25
	Standard Certification .....	26
	Probationary Period.....	26
	Salary Progression .....	26
	Direct Hire Positions .....	26
<b>6.</b>	<b>Legal Requirements.....</b>	<b>29</b>
	Equal Employment Opportunity/Affirmative Action .....	31
	Sexual Harassment (see brochure)	
	Affirmative Action.....	31
	Political Activity (Hatch Act) .....	32
	Seat Belt Rule.....	32
	Smoking Policy .....	33
	Drug-Free Workplace .....	33
<b>7.</b>	<b>Health &amp; Safety .....</b>	<b>35</b>
	Policy Statement.....	36
	Health and Safety in Your Workplace .....	36
	Employee Assistance Program (EAP) .....	37
	Video Display Terminal (VDT) Training .....	38
	Workers' Compensation .....	39
	Resources .....	41

<b>8.</b>	<b>State &amp; Public Responsibility .....</b>	<b>43</b>
	You and the Public .....	44
	Confidentiality .....	44
	Conflict of Interest.....	44
	Privacy of Records .....	45
<b>9.</b>	<b>Payroll Information .....</b>	<b>47</b>
	Payroll Checks and Deductions .....	48
	Direct Deposit .....	49
<b>10.</b>	<b>Training &amp; Development.....</b>	<b>51</b>
	Training Goal .....	52
	Training Programs .....	52
	Required Training .....	52
	Registration Procedures .....	53
	Accessing our Services and Programs.....	53
	Reimbursement for Advanced Courses.....	53
<b>Appendices:</b>		
	A - References.....	A-1
	B - Employee Representation.....	B-1
	C - Department Representative .....	C-1
	D - Health & Safety Representatives .....	D-1

## Section 1 - Employee Benefits

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### Summary:

- As an employee of the State of Maine, you and your dependents are offered health and dental insurance, toward which the State pays a percentage of premium for most employees.
- Most State employees contribute a percentage of their total earned compensation in the Maine State Retirement System. The State, on behalf of all State employees, contributes an additional amount as a percentage of employees' total earnings.
- All State employees eligible for insurance coverage through the State Group Life Insurance Program are automatically insured for the amount of applicable coverage unless they refuse this coverage.
- Deferred compensation is a tax deferred, long term savings plan. This plan is useful as a supplement to retirement.
- Child Care Reimbursement is available as a benefit to some employees. Check with your departmental human resource representative or collective bargaining agreement.
- Resources - see resource list in Appendix A and C.

## **HEALTH & DENTAL INSURANCE:**

The following information is a brief explanation about your health and dental insurance benefits available through the State of Maine Health Insurance Program. As a new employee, your health and dental insurance becomes effective on the first of the month following the completion of one month of employment, provided that applications for enrollment are completed and submitted to the Division of Employee Health and Benefits in a timely manner. The State pays 100% of the health insurance monthly premium for full-time employees and contributes a percentage for dependent coverage through payroll deductions. In addition, the State pays for dental coverage for full-time employees, but dependent premium is the responsibility of the subscriber. As the periods for enrolling dependents are limited, you should refer to your insurance handbooks for additional information. If you have additional questions, please contact the Division of Employee Health and Benefits, 114 State House Station, Augusta, ME 04333 at 1-800-422-4503 or 287-6780.

**Health Insurance** - (PLEASE NOTE: The State's health insurance program will be

changing in the near future. Please refer to the supplemental handouts for further information. All the other information in this section will remain the same).

**Managed Care Program** - Inpatient admissions require preadmission review. Your PCP will arrange for any necessary hospitalization. Inpatient admissions for emergency and maternity services require a post admission review. Notification is also required for outpatient/inpatient mental health and substance abuse services.

**Prescription Drug Program** - Benefits are provided for prescription drugs through retail pharmacies and/or mail service. You may obtain prescriptions by utilizing your medical I.D. card. For each prescription, there is a copayment for both brand name and generic drugs.

**Maine Choice** - A reimbursement account program which allows employees to deduct pre-tax dollars from their salaries each calendar year for medical and/or dependent care reimbursement.

**Retirement Health Insurance Benefit** - As a State employee, you may be eligible for continuation of your health insurance coverage when you retire. Please contact the Division of Employee Health and Benefits for further information.

**Dental Insurance** - State employees and eligible dependents are provided with the following dental benefits: diagnostic, preventive, restorative, oral surgery, periodontics, endodontics, denture repair, emergency treatment, prosthodontics, and orthodontics. Please review the Outline of Benefits contained in your dental handbook, in conjunction with section V. Exclusions and Limitations. You may contact the Division of Employee Health and Benefits for a listing of DPO-ME participating dentists. If you choose to receive services from an out-of-network dentist, the level of reimbursement, including the calendar year/lifetime maximums, may be lower.

### **MAINE STATE RETIREMENT SYSTEM**

(BENEFITS AVAILABLE FOR STATE EMPLOYEES  
NOT UNDER SPECIAL PLANS)

As a member of the Maine State Retirement System (MSRS), you and the State of Maine are providing you with certain benefits. These include:

**Service Retirement Benefit** - Most State employees contribute 7.65% of their total earnable compensation into the MSRS. (AFSCME members and confidential employees contribute 1.15%.) The State, on behalf of all State employees, contributes an additional amount as a percentage of employees' total earnings.

You may retire at what is your "normal retirement age." This is age 60 for those who had 10 years of service or were age 60 with one year of service as of July 1, 1993. Those who did not have 10 years as of that date may retire at age 62, provided they either have 10 years of service when they reach that age or have been employed by the State for at least one year immediately preceding retirement. You may also retire after you have 25 years of service. However, if you have 25 years of service and have not reached your normal retirement age, your retirement benefit will be reduced.

Full-time employees receive a year's worth of service credit for a year's worth of work. (No more than a year may be earned in a year.) Effective July 1, 1991, part-time, seasonal and temporary employees are granted creditable service based on the ratio of actual hours worked to that worked by a full-time employee. For example, a full-time state employee who works 2080 hours a year receives a full year of creditable service. A part-time, seasonal, or temporary employee who works 1040 hours in a year will be granted 6 months of creditable service.

When you retire, you may choose between receiving full benefits or receiving one of several options that provide you with a reduced benefit and your beneficiary with a benefit as well. If you have chosen an option which includes concurrent payments to you and your beneficiary during your lifetime, a benefit will continue to be paid to your beneficiary after your death.

Your retirement benefit will be adjusted each year by a cost-of-living adjustment (COLA) of up to 4%. These adjustments are determined by

changes in the Consumer Price Index and are granted in September of each year.

If you terminate covered employment, you may request a refund of your contributions plus any accrued interest. The contributions made on your behalf by the State are not refundable to you.

If you terminate covered employment, withdraw your contributions from the MSRS, and subsequently re-join the System, you must accrue two continuous years of creditable service before you become eligible to purchase past creditable service. If your termination is the result of a layoff, the two year requirement is waived.

If you terminate covered employment, do not withdraw your contributions, and have less than 10 years of service, you will receive a maximum of five years of interest on your account. If you terminate covered employment, do not withdraw your contributions, and have more than 10 years of service, you will accrue interest to the date of retirement or withdrawal of your contributions.



**Disability Benefits** - If you become permanently mentally or physically disabled while you are in service and a member of the MSRS, you may be eligible to receive a disability retirement allowance.

- Those members who were hired on October 16, 1992, or later, and those who were hired before then and who elected to move into the no-age disability plan are eligible to apply for disability benefits of 59% of their average final compensation, no matter what age they are when they apply.
- Those members who were hired before October 16, 1992; who have not had a break in service since then; and who did not elect to move into the no-age disability plan are eligible to apply for disability benefits of 66 2/3% of their average final compensation if they have not yet reached their normal retirement age at the time they apply.

You must have five years of continuous service to be eligible for a disability allowance for any mental or physical condition that existed prior to your current membership in the System.

**Survivor Benefits** - These benefits are payable in a number of different forms to a surviving spouse, dependent child(ren), parent(s), or other beneficiary as named by you, subject to a variety of conditions. For more information about these benefits, please contact the MSRS.

**Accidental Death Benefits** - If you die as a result of an injury received while working, your spouse and/or your dependent child(ren) may receive monthly benefits based on your average final compensation. For more information about these benefits, please contact the MSRS.

A designation of beneficiary form covers all pre-retirement death benefits, including accidental death and survivor benefits. If you wish to change your beneficiary designation, request a Designation of Beneficiary for Pre-Retirement Death Benefits form from the MSRS.

The preceding information is intended to familiarize you with the Maine State Retirement System. The contents cannot be taken as the basis of any contractual rights between the State and/or the System and its members. If there is a

question of interpretation, the governing law is the final authority. Periodically there are changes to the statutes and rules relating to the Retirement System. Before making a decision related to your rights and benefits, contact the Retirement System to be certain the information you have is current.

For detailed information refer to your retirement brochure or call the MSRS.

### **STATE GROUP LIFE INSURANCE PROGRAM:**

The State Group Life Insurance Program allows eligible State employees *who have just been hired* to acquire group life insurance for themselves and their qualifying dependents without having to show evidence of insurability. This program, administered by the Maine State Retirement System (MSRS), provides up to three types of life insurance coverage: basic, supplemental, and dependent.

**Basic Life Insurance** - pays a monetary benefit to your beneficiary(ies) in the event of your death. Basic life insurance coverage is available

to you if you are in an “eligible” employment category. If you are eligible but choose not to participate in the State Group Life Insurance Program, please select “Refused” on the application for coverage form.

If you are eligible and choose to participate in the Group Life Insurance Program, the amount of your basic coverage will equal your annual gross salary rounded up to the next highest \$1,000. As your salary increases or decreases, your insurance coverage will change accordingly. Any change in the level of your insurance will take effect each April 1, providing you have one full calendar year of Group Life coverage with the same employer. Therefore, no matter when you receive a salary adjustment during the year, your associated life insurance adjustment will not occur until the following April 1.

If you are eligible for basic life insurance, your coverage will begin automatically on the first day of the month following one full month of employment. *To ensure that your coverage will begin at that time, you must complete the Application for Coverage form and submit it within 31 days of your first day of work.*

An employee with basic coverage automatically has dismemberment insurance as well. Dismemberment insurance provides coverage in the event of certain physical losses.

Once you have basic life insurance coverage, you may also purchase **Supplemental Life Insurance**. Supplemental insurance is only available for, and the cost paid by, participants, not dependents, in multiples of your basic coverage as follows:

- *Supplemental One* equals one times basic. (This doubles your basic coverage.)
- *Supplemental Two* equals two times basic. (This triples your basic coverage.)
- *Supplemental Three* equals three times basic. (This quadruples your basic coverage.)

Once you have basic life insurance coverage, you may also purchase life insurance for your dependents. **Dependent Life Insurance** is available under one of two plans, Dependent Plan A or Dependent Plan B. By law, you may not purchase insurance for a dependent spouse

or child in excess of 50% of your own coverage. Therefore, the following guidelines apply:

- To be eligible to buy Dependent Plan A coverage (which covers a spouse in the amount of \$5,000), you need to be insured for at least \$10,000.
- To be eligible to buy Dependent Plan B coverage (which covers a spouse in the amount of \$10,000), you need to be insured for at least \$20,000.

If your basic life insurance coverage is too low for you to purchase the dependent coverage you want, you can buy supplemental insurance to boost your own coverage.

Dependent insurance—covering all your dependents—is available for a flat premium rate, regardless of how many dependents you have. The only variation in price depends on whether you choose Plan A or Plan B. If you do not have any dependents at this time, you will be able to acquire dependent insurance in the future

*without having to file an Evidence of Insurability form if you apply for dependent insurance within 31 days of acquiring your first eligible dependent.*

It is important for you to designate a beneficiary or beneficiaries to receive your policy's benefit in the event of your death. Otherwise, your benefit may go to someone not of your choosing. You may designate as many beneficiaries as you want by filling in Item #12 of the State Group Life Insurance Program's Application for Coverage form. If you need more room, please attach additional sheets of paper and make sure you include all the information requested. If you attach additional sheets naming more beneficiaries, each attached sheet must be *signed, witnessed, and dated* in order to be legally binding. *A witness cannot be a designated beneficiary.*

In the case of dependent insurance, you (the insured employee) are automatically the beneficiary; you may not name anyone else as the beneficiary of dependent insurance.

*You have the right to change your beneficiary designation(s) at any time without the consent of any person or beneficiary.* To change your beneficiary, contact your payroll clerk or call the State Group Life Insurance Program and ask for a Designation of Beneficiary for Group Life Insurance form. It's advisable to review your beneficiary designation(s) from time to time, especially if you marry, divorce, or have a child, or if your beneficiary(ies) marries, divorces, dies, or has a change of name.

### **CHILD CARE REIMBURSEMENT:**

Some employees may be eligible for a lump sum child care reimbursement payment payable between March 1 and April 15 each year. Eligible employees must submit a copy of their Form 1040 and a copy of their receipt for child care expenses for the **previous** calendar year for reimbursement. Check your contract and your departmental human resource representative to determine if you meet certain income-based eligibility criteria.

### **DEFERRED COMPENSATION:**

Deferred Compensation, or IRS Section 457 plans, is one of the best benefits available to all State employees. Up to \$8,000 of an employee's salary can be tax deferred into a 457 plan annually. You, the employee, work with a vendor selected by the State to determine how to invest

your tax deferred funds. This option is a powerful adjunct to retirement plans, social security, and other savings. For more information, please call central payroll staff in the Bureau of Accounts and Control, 626-8453 or 626-8452. If you think you can't afford to defer any of your salary, be sure to get the facts.

## **Section 2 - Leave Time**

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### **Summary:**

- Vacation: A State employee may earn from 1 to 2 days per month, depending on length of service with the State.
- Sick leave: credit is earned at the rate of 1 day per month no matter how long an employee has worked and is cumulative.
- Other leaves available: childbearing & adoption, Family and Medical Leave, bereavement, holiday, jury duty, military, unpaid leave of absence, personal days and educational leave.
- Resources - see resource list in Appendix A and C.

## **LEAVES:**

Various types of leaves are available to State employees. Please see your departmental human resources representative, or check the contract pertaining to your position, for more specific information. If you are a part-time employee, your departmental human resources representative can advise you regarding applicable proration of benefits.

**Vacation Leave** - Vacation leave is based on an employee's length of continuous service and is accrued as follows: 1 month - 5 years = 1 day per month; 6 - 10 years = 1¼ days per month; 11 - 15 years = 1½ days per month; 16 - 20 years = 2 days per month. Vacation leave is approved by the immediate supervisor. For organizational planning, when possible, leave should be requested as far in advance as possible. Vacation leave may not be unreasonably denied.

An employee who transfers to another appointing authority without interruption of service to the State shall retain his/her accumulated unused vacation leave credits.

**Sick Leave** - Sick leave credit is earned at the rate of one day per month regardless of the length of service. Sick leave may be used for valid illness, necessary medical or dental care or other disability of the employee or a member of the employee's immediate family which requires the attention of the employee or presence of the employee. A medical examination or doctor's certificate may be required on account of use of sick leave for five (5) or more consecutive workdays, or because of repeated absences on days preceding or days following a holiday or weekend. An employee who transfers to another appointing authority without interruption of service to the State shall retain his/her accumulated unused sick leave credits.

**Childbearing and Adoption Leave** - Leave shall be granted to an employee without salary for a period not to exceed one year inclusive of any period of disability. Employees shall have the option of using accumulated compensating time and annual leave during such period. Employees shall be allowed to retain insurance benefits at his/her expense, during such leave.

**Family & Medical Leave** - The State of Maine is covered by the State and Federal Family & Medical Leave Laws. In accordance with these laws, eligible State employees are provided up to 12 weeks of Family & Medical Leave each year. Family & Medical Leave may be used for the birth and first-year care of a child, adoption/foster care placements, a serious health condition of the employee and the serious health condition of a spouse, parent or child of the employee. If the Family & Medical leave is based on a serious health condition, the employee must use any accrued sick leave before being placed on unpaid leave. During the unpaid portion of a Family & Medical Leave, the State continues to pay its share of the cost of Health & Dental Insurance. Employees who have or foresee a need to use Family & Medical Leave should contact their Departmental Human Resource Representative for eligibility and program details.

**Bereavement Leave** - Employees are allowed bereavement leave, with full pay, for absence resulting from the death of a spouse or significant other living in the same household with the employee, child, stepchild, parent or stepparent, or other members of the employee's immediate

family. Check with your departmental human resource representative for details.

**Holidays** - Employees have the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Day.

**Jury Duty** - Employees of the State are entitled to leave with pay when called for jury service. Please contact your departmental human resource representative concerning jury service fees received.

**Military Leave** - Employees who are members of the National Guard or other authorized State military or naval forces, and those employees who are members of the Army, Air Force, Marines, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their respective duties, without loss of pay, and shall accrue sick and annual leave and seniority during periods of **annual training** not to exceed seventeen (17) calendar days in any federal fiscal year.



**Unpaid Leave of Absence** - Any employee may apply for an unpaid personal leave of absence for good and sufficient reason. The leave may be granted at the discretion of the appointing authority and shall not be unreasonably denied.

**Personal Days** - Personal Leave Days are authorized for employees in certain employment classifications. Your departmental human resource representative can advise you if you are entitled to Personal Leave Days.

**Educational Leave** - The State of Maine is interested in its employees increasing their knowledge and skills and improving work techniques and procedures. Civil Service Law, Chapter 60, Educational Leave, provides a vehicle for employees to request leave to pursue courses of higher learning. Educational leave requests are subject to review and approval of the Educational Leave Advisory Board (established by section 12004-I, subsection 11) prior to the start of the educational program. For additional information you may contact your departmental human resource representative or the Bureau of Human Resources.

## **Section 3 - Collective Bargaining**

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### **Summary:**

- Your rights and benefits as an employee of the State of Maine are governed by law, the Civil Service Rules and the collective bargaining agreement for the bargaining unit to which your position may be assigned.
- Sample positions not assigned to a bargaining unit and therefore not covered by the collective bargaining agreement: classified “confidential” and unclassified “confidential”
- The contract governs disputes with the State over employment rights and benefits.
- Resources - see resource list in Appendix A and B.

## **COLLECTIVE BARGAINING:**

If you are in a classified position assigned to the Administrative Services, Professional & Technical Services, Law Enforcement, Operations, Maintenance, and Support Services, Supervisory Services, or Institutional Services bargaining units, you are exclusively represented for purposes of collective bargaining by either the Maine State Employees Association or the American Federation of State, County and Municipal Employees (Institutional Services only). This is true whether or not you become a member of the applicable union. Your **rights and benefits** as an employee of the State of Maine are governed by law, the Civil Service Rules and the collective bargaining agreement (contract) for your bargaining unit. The applicable union bargains with the State for the

contract for your bargaining unit and represents you in disputes with the State over those employment rights and benefits governed by contract. For information about these and other services provided by the union, contact the applicable union.

If you are a classified employee who is excluded from being in a bargaining unit (a "confidential" employee), your rights and benefits are governed by law and the Civil Service Rules. If you are an unclassified employee in a **position assigned** to a bargaining unit, your benefits are governed by law and the contract for your bargaining unit. If you are an unclassified "confidential" employee, your rights and benefits are governed only by law. Should you have any questions about your rights and benefits, contact your human resources representative.

## **Section 4 - Personnel Policies and Procedures**

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### **Summary:**

- The State's performance management and evaluation system is designed to help individuals and units meet their work goals. Feedback on performance is provided on an annual and ongoing basis.
- The State relies on employees to be responsible for and aware of adherence to policy for notification of absenteeism and tardiness.
- Employees who travel in the course of their work will use the State's travel and expense procedure, when authorized, for either procuring an advancement or reimbursement of funds.
- If an employee travels at least three times a year in their job, they may be eligible to receive a corporate credit card. Check with your supervisor and departmental human resource representative.
- Resources - see resource list in Appendix A and C.

## **Performance Management and Appraisal** -

The intent of performance management is to enable all employees to fully understand their job responsibilities and performance expectations; to understand how their contributions help their organization meet its goals and objectives, and to identify employee development needs. Performance management is not an annual event, but an ongoing process. There should never be any surprises at the end of a performance rating period, as managers provide continual feedback, both formally and informally, throughout the rating period.

Performance management is based on the premise that clarity on what is to be accomplished on the job and how one must act (to support work performance), plus ongoing support from management will lead to individual and organizational performance improvement.

All employees must receive a performance rating of "MET EXPECTATIONS" or higher to receive a merit increase.

Performance evaluations must be completed for all classified and unclassified employees at the following times:

- Prior to completion of a probationary period (additionally, supervisors must review job performance with all new employees after three months of employment);
- At least once annually when not serving a probationary period;
- Within 30 days for all employees who transfer, change raters, or who resign, providing more than 90 days have elapsed since their last evaluation.

Performance evaluations are based on valid job descriptions, performance expectations, and competencies as described on the State Performance Management Form. Your supervisor keeps a performance file that contains information about your performance during the year. This file serves as an important source of information for the performance evaluation.

## **Highlights of the State's Performance Management System** -

1. Performance Management Process
  - Ongoing communications.

- Major job responsibilities and important expectations (the what).
  - Competencies and behaviors (the how).
  - Developmental plans.
  - Performance file.
  - Periodic review.
  - Performance management form.
2. Job Responsibilities must be:
- Current.
  - Critical, important aspects of the job.
  - Reviewed and updated at least annually.
  - Within job class.
3. Performance Management Cycle
- Beginning the performance period: plan.
  - During the period: monitor and coach.
  - Ending the period: evaluate.
  - Repeat the cycle.
4. Beginning the Performance Period: Plan
- Communicate performance expectations by developing or updating brief job description and developing specific performance objectives and measurement criteria.
- Link expectations to agency, work unit goals.
  - Establish personal development goals.
5. During the Period: Monitor and Coach
- Initiated by employee or manager.
  - Advise.
  - Recognize desired behavior.
  - Provide constructive feedback on performance.
  - Offer suggestions, discuss progress on performance expectations.
  - Original expectations are dynamic and may be changed as appropriate.
6. Ending the Period: Evaluate
- Review performance information accumulated over the period - include own observations.
  - Discuss extent to which expectations were met.
  - Discuss worker behaviors and competencies.
- Notification of Absenteeism/Tardiness** - It is the responsibility of an employee to notify his/her supervisor in advance if he/she is going to be

absent from or late for work on any given day. In cases where it is impossible to give notice in advance, the supervisor should be notified as soon as possible. A reasonable explanation will always be required for an unexpected absence or lateness.

**Travel and Expense Procedure** - For some employees who travel in the course of their jobs, away from their official headquarters, reasonable and equitable reimbursement of expenses incurred will be provided.

**Mileage** - Reimbursement shall be for miles actually traveled on official business. Mileage will be from the official headquarters or home, whichever is the shortest distance. Actual expenses for parking and tolls incurred while on official travel status are reimbursable. (Whenever possible, a State-owned vehicle should be requested and used.)

**Meals and Incidental Expenses (M&IE)** - While in overnight travel status, meals and incidental expenses shall be reimbursed at a per diem rate. There are four distinct components (factors) of the M&IE rate: breakfast, lunch, dinner, incidental

expenses. The M&IE per diem reimbursement is intended to cover all expenses for meals and incidentals, to include taxes, tips, snacks, and other personal necessities.

**Lodging** - Rates are established for specific locations. Lodging reimbursement will be made at the actual amount billed to **(and paid by)** the employees, including taxes; **OR** the maximum allowable for the location, **whichever is less**. Lodging will only be reimbursed directly to state employees. **The State will not pay for lodging billed directly by any lodging establishment.** Reimbursement for lodging while on official State business shall not exceed the single room rate. No reimbursement shall be made for lodging in a private home.

**Travel Advances** - Cash advances are available by submitting a BP-14 form (available through your agency's finance office) at least 10 working days prior to the scheduled departure. Travel advances must be settled within fifteen (15) working days of the return date by submitting a completed Travel and Expense Account Voucher (Form BP-22). Employees with a corporate

credit card should use their card instead of requesting an advance.

Preparation of BP-22 - Use to claim reimbursement for per diem salaries and all travel related expenses. It must be filed within

15 days of completion of each trip. A copy of BP-14, if used, must be attached to all claims for reimbursement. Instructions are on back of the form. For additional information see your supervisor or agency finance officer.



## Section 5 - Civil Service System

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### Summary:

- The Civil Service System governs the selection and advancement of employees and is influenced by federal law and guidelines, Maine Civil Service Law and Rules and labor/management contracts.
- Some types of positions.
- Employment/promotional registers & certifications - how they work.
- Probationary period.
- Salary progression.
- Direct hire.
- Where to find more information.

Resources - see resource list in Appendix A and C.

## **CIVIL SERVICE SYSTEM:**

The Maine State Civil Service System which governs the selection and advancement of employees within the Executive Branch (other Branches are Judicial and Legislative) of Maine State Government is based upon merit principles without regard to sex, age, race, color, religion, national origin, political affiliation, sexual orientation, and/or physical or mental handicap. Federal law and guidelines (Merit Principles), Maine Civil Service Law and Rules, and labor/management contracts influence its operation.

All positions within the Executive Branch of Maine State Government are classified using the State Classification Plan. Classified competitive and classified direct hire positions fall within civil service requirements. In general, these requirements do not apply to unclassified positions.

All classified competitive positions are filled from Employment Registers as vacancies in these classifications occur. The Bureau of Human Resources publishes Career Opportunity

Bulletins for jobs open to application (to include those open continuously). These bulletins contain important information about the duties and responsibilities of the job, minimum qualifications required, and the examination process for placement on the registers. You should review the bulletin for any jobs which interest you prior to completing the application form. Bulletins and applications (yellow/green) are available at the Bureau of Human Resources in Augusta and all Maine Job Service Offices. Advertising for new and hard-to-fill jobs is done biweekly in the Maine Sunday Telegram (Portland) and the Bangor Daily News (Weekend Edition). Additionally, many bulletins are found on the internet by going to the BHR home page (for address see below).

Placement on an employment or promotional register can be a direct result of how carefully and thoroughly an application is prepared. An aide, The Effective Employment Application, can be found in the State Employee News Center (see below) or can be obtained from the Bureau of Human Resources. One application (yellow/green) must be completed for each job title of interest and submitted to the Bureau of

Human Resources, State House Station #4, Augusta, ME 04333-0004. Following receipt, it is reviewed for completeness and correctness and a determination concerning the minimum qualifications is made. Once it is determined that you meet minimum qualifications, you are eligible for testing. Depending upon the job classification, the tests may consist of one or more of the following: an assessment of your training and experience, a written test, an oral board examination, a physical fitness test, and performance tests. Specific information about these tests is detailed in the Career Opportunity Bulletin. Written tests are administered weekly in Augusta, every other month in Bangor and Portland, and on an "as needed" basis in Calais and Presque Isle. Special accommodations may be made for handicapped applicants upon request.

Eligibility lists called Employment Registers are maintained for each classification which has been recruited and consist of all applicants who have passed all phases of the testing process. Register lengths vary from 3-6 months for special recruitments to a maximum of 36 months for some agency promotional classifications. When

a request to fill a position is received, the names of the top six candidates (more in case of tie scores) are sent to the hiring agency. Normal order of referral is:

1. Employees on layoff status from State of Maine Government.
2. Current employees of the hiring agency.
3. Current Maine State employees in other hiring agencies.
4. Candidates on reemployment status (former Maine State employees).
5. Candidates not currently employed by the State of Maine.

This is called a standard certification and gives preference to current agency and state employees by score and location. State agencies may request other methods of certification such as test score only, selective, transfers, and/or demotions. Persons interested in transferring or demoting must contact the agency with the vacancy and ask them to request transfers and demotions in addition to any other type certification. Additionally, names of qualified handicapped, minority, ASPIRE, or female candidates will be certified if none are found in the basic certification. From these lists of

certified applicants, the hiring agency selects the most qualified candidate.

The final part of the selection process is a probationary period which is used to observe an employee's work closely before granting permanent status. This is usually 6 months in duration but may be extended by the appointing authority to no more than 12 months.

Salary Progression from one step to the next is based on the award of a merit increase. Other salary changes may be the result in a change in classification or an increase in base pay negotiated by labor and management. To learn more about your job, see your supervisor or departmental human resources representative.

The recruitment and filling of classified direct hire positions is accomplished by individual departments and agencies on an "as needed" basis. These are generally advanced professional or highly specialized technical jobs usually having a license or certification requirement. They also include positions associated with the trades, unskilled labor, attendant, or custodial duties. The Direct Hire

(Blue/Grey) application is used for these positions and is provided by and submitted to the recruiting agency directly.

Each employee is to be furnished a job description of the position for which he/she is hired. This should be provided by your supervisor. Periodically, an employee may find that his/her job has changed sufficiently over time to warrant review and assignment to a different classification or pay range. It is the employee's responsibility to initiate this review through the preparation and submission of an FJA-1 (Functional Job Analysis) through his/her supervisor. This form can be found on the Maine State intranet, the internet, and in your agency personnel office.

A great deal of information concerning your job as well as other jobs found in State Government and common forms such as the FJA-1, Request for placement on the Transfer/ Demotion Register, and Register Update Form is available on the state intranet by going to the State Employee News Center at [http://only.state.me.us/emp\\_news/emphome.htm](http://only.state.me.us/emp_news/emphome.htm) and the internet by going to the BHR home page at <http://www.state.me.us/bhr/humanres.htm>.

## Section 6 - Legal Requirements

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### Summary:

- The State is an **equal employment opportunity/affirmative action** employer and takes positive action to eliminate discriminatory practices and to ensure equal opportunity in all aspects of personnel activities, e.g., hiring, promotions, compensation.
- It is the policy of the State to ensure that the work environment of all State employees is free of **sexual harassment**. Each department has an Affirmative Action Officer to investigate complaints and advise management of harassment.
- **Political Activity (Hatch Act)** State employees in the executive branch is regulated by State and/or Federal laws. Generally, State and Federal political activity laws are enacted to: prohibit covered State employees in the executive branch from becoming candidates for elective office in a partisan public election while employed by the State; and, allow covered State employees in the executive branch the freedom to express and practice their individual political opinions and ideas, subject to limitations.
- The State's **Seat Belt Rule** was promulgated to protect and allow for all State employees to be safe when in the course of travel, either in a State-owned or non-State-owned vehicle, while on business for the State
- The State has a **Smoking** policy which governs smoking in public areas of publicly owned buildings. Further, you should check with your supervisor and/or human resources representative to become knowledgeable about further restrictions that may have been initiated by your department.
- The State is committed to maintaining a **Drug-Free Workplace**. In that regard, the consumption, sale, possession or impairment due to the consumption of any alcohol or illegal substances in the workplace will not be tolerated. Employees violating this rule shall be subject to disciplinary action up to and including termination of employment.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION:**

Maine State Government is an Equal Employment Opportunity/Affirmative Action employer which means that its employees' civil rights are protected under a variety of state and federal laws. Each agency has an EEO/AA representative who is available to provide technical assistance to both employees and supervisors in the interpretation and application of these laws and to investigate complaints of illegal discrimination. There is also a State EEO Coordinator in the Bureau of Human Resources who has overall responsibility for EEO and AA in the State's civil service system. All employees with supervisory responsibility are required to receive training in EEO, AA, and sexual harassment.

**Equal Employment Opportunity** - Equal employment opportunity is addressed by both federal and state law and provides an equal opportunity for all persons to be employed and to advance in employment on the basis of their ability to perform job related tasks and without regard to their race, color, national origin,

ancestry, sex, sexual orientation, age, religion, or physical or mental disability. Treating someone less favorably on the job or denying someone an employment opportunity on the basis of any of these factors is considered illegal employment discrimination unless based on a bona fide occupational qualification.

Maine State Government recognizes the dignity of the individual employee and the right of the employee to work in an environment which is free from intimidation and harassment. Such intimidation or harassment based on any of the above factors is a violation of state policy and federal and state law. Please refer to the Sexual Harassment brochure distributed at New Employee Orientation and to all state employees annually for further details and for discrimination complaint procedures.

**Affirmative Action** - Affirmative action requires that an employer conduct an analysis of its workforce with respect to the number and placement of women, minorities and people with disabilities to determine whether they are reasonably represented given their existence in the overall labor force. Where

underrepresentations exist, steps are taken to attempt to increase the number of women, minorities and/or people with disabilities. These steps are taken for women in specific positions where there are demonstrated underrepresentations. Minorities and people with disabilities are considered underrepresented on a statewide basis and special outreach and recruitment efforts are utilized in an attempt to increase their representation. In order to be eligible for affirmative action consideration in the application process, applicants must voluntarily identify themselves on their application.

**Political Activity (Hatch Act)** - Classified and unclassified employees of the executive branch are subject to Maine's political activity law (Title 5, Section 7056A). This law allows an employee of the executive branch to solicit funds for a political purpose as long as that employee does not use the property or facilities of the State for this purpose or misuse his or her position of authority with the State and as long as other stated conflicts of interest and acts of coercion are avoided. Even so, employees may be limited in this activity by the Federal Law that governs the political activity of State and Local

Government employees. For further details please see your human resources representative, the law and Civil Service Bulletin 13.1F

**Seat Belt Rule** - Whenever a State employee operates or rides in a State-owned vehicle or non-State-owned vehicle that employee shall use the seat belt when the vehicle is in motion. Passengers riding with State employees shall also use the seat belt when the vehicle is in motion. Enforcement of this rule shall be by counseling first, followed by progressive discipline, consistent with the terms of applicable collective bargaining agreements or Personnel Rules.

**Smoking Policy** - Smoking is prohibited in the public areas of publicly owned buildings. Public areas is defined in the law as those areas in which members of the public are allowed. This includes any areas which are open to the public, or where the public can reasonably be expected to be present. The prohibition also applies to any areas contiguous to public areas and which are not fully enclosed, in order to protect people in public areas from smoke coming from other

areas. For further details on the smoking policy of your department see your supervisor or human resources representative.

**Drug-Free Workplace** - While the State of Maine has no intention of intruding into the private lives of State employees, it does retain the right and responsibility to expect each employee to report for work and to perform his/her duties in a manner which does not jeopardize the health and safety of coworkers and the public. Work performance impaired by alcohol or drugs poses a threat to the well-being of employees and the public. The State recognizes that an employee's consumption of

drugs and alcohol, both on or off the job, can have a detrimental impact in the workplace.

It is the goal of the State of Maine to achieve an alcohol and drug-free work environment. Therefore, any employee who is under the influence of alcohol or illegal drugs or who possesses or consumes alcohol on the job or in the workplace has the potential for disruption of his or her own, as well as coworkers' safe and efficient performance of duties. Such employees shall be subject to disciplinary action up to and including termination of employment. For further details on the Drug-Free Workplace policy see your supervisor or human resource representative.



## Section 7 - Health and Safety

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### Summary:

- **Policy Statement** - the State of Maine as an employer, has the responsibility and is committed to ensuring that employees have a safe and healthy environment in which to work. This requires a continuous, concerted effort by all managers, supervisors and employees.
- **Health and Safety in Your Workplace** - *You Should Know:* Emergency Procedures, Safety Policies, Rules and Regulations, How and to Whom to Report Accidents, Injuries and Unsafe Conditions. *If you are not told.....ASK*
- **Employee Assistance Program** - Recognizing that a wide range of problems not directly associated with an employee's work may have an adverse effect on an employee's job performance and health, the State of Maine maintains a voluntary Employee Assistance Program (EAP).
- **Video Display Terminal (VDT) Training** - Under Maine law, any employee who works at a VDT for more than four (4) consecutive hours on a daily basis, must be provided training. New employees meeting this criteria must be provided the training within their first month of employment. Current employees shall be provided training annually. *If you meet the criteria and have not received the training, contact your supervisor or departmental human resource representative.*
- **Workers' Compensation** - The State maintains a self-insured worker's compensation system to assist employees who are injured on the job. Report any workplace injury or illness immediately to your supervisor. Your supervisor will assist you with completing the necessary forms.
- **Resources** - see resource list in Appendix A and D.

## **HEALTH AND SAFETY:**

**Policy Statement** - The State of Maine, as an employer, has the responsibility and is committed to ensuring that employees have a safe and healthy environment in which to carry out their assignments and tasks. The establishment and maintenance of a healthy and injury free environment requires a continuous, concerted effort by all managers, supervisors and employees to address all aspects of health and safety. While the Governor has directed each department to establish their own Health and Safety Committee and program, the Health and Safety Committee cannot do the job alone. A safe and healthy workplace requires commitment and involvement by everyone.

**Health and Safety in Your Workplace** - More can be accomplished in preventing accidents and the incidence of industrial diseases by involving people from all levels in the workplace in the health and safety effort. As a new employee, it is your responsibility and that of your supervisor to familiarize you with:

**Emergency Procedures** - location of the nearest fire exit; evacuation plan for your area; number to call and what to do if there is a fire, medical emergency, natural disaster, or any other emergency.

**Safety Policies, Rules and Regulations** - your department's safety policy and its general rules and regulations on safety; the safety rules for your specific job, if any, such as personal protective equipment, industrial hygiene, ergonomics, machine safeguarding, and proper use of equipment; handling and storage of materials, and housekeeping.

**Reporting Accidents, Injuries, and Unsafe Conditions** - report workplace and work-related injuries and accidents; report unsafe conditions; report vehicle accidents.

*TAKE THE TIME...an extra second today could eliminate lost time and wages tomorrow. If You Aren't Told...Ask.*

**Employee Assistance Program (EAP)** - The Employee Assistance Program (EAP) is the product of the shared belief by labor and

management that State employees are valuable resources to Maine State Government and the public they serve. The EAP was created with the aim to help State employees and their families maintain their health and well-being.

The State Of Maine and the unions representing State employees recognize that a wide range of problems, not directly associated with an employee's work, may have an adverse effect on an employee's job performance and health. Further, personal problems of a family member may also effect an employee's job performance. It is recognized that many personal problems can be successfully treated, provided the problem is identified and a referral is made to an appropriate resource. The State Of Maine EAP offers assistance on a broad range of issues - marital or family discord, illness, financial difficulties, mental or emotional distress, alcohol or drug abuse, legal problems, or other concerns. These problems are recognized as progressive and potentially destructive, but they are also recognized as treatable disorders.

Any employee who may be experiencing a problem of this type is encouraged to seek

information and assistance on a confidential basis by contacting the EAP. EAP services are also available to the employee's family or household members.

Participation in the EAP is on a voluntary basis. Although supervisors, union officials and co-workers may encourage an employee to seek help, the decision to seek and accept assistance is the responsibility of the employee.

Participation in the EAP is strictly confidential. All records and information regarding referral, diagnosis and treatment will be maintained by the EAP and treated as confidential. The program ensures that participant's names and the nature of the problem are not available to supervisors, co-workers, or anyone else.

Employees participating in the EAP are not immune from discipline, however, employees will be evaluated strictly on job performance. Participation in the program will not be used against anyone in disciplinary proceedings, nor will participation be detrimental to an employee's job security, promotional opportunities or status.

The EAP is a free service at no cost to participants. If an employee is referred by the EAP to other professional services, the EAP will review the health insurance benefit plan to determine what, if any, costs must be assumed by the employee. Every effort will be made to refer employees to the least costly, highest quality resources available.

The EAP Labor/Management Committee is established to oversee the ongoing operation of the EAP program. The Committee serves to advocate, support and review the operation of the EAP to assure a program which enhances the productivity, performance and quality of life of State employees.

**Video Display Terminal (VDT) Training** - On July 1, 1989, Governor John McKernan signed into law a bill, Public Law 512, which requires managers to provide training to operators of Video Display Terminals (VDTs) in the proper use of this equipment. One of the primary influences in generating this legislation was the ever increasing occurrence of illness among such employees. These illnesses are collectively referred to as "Repetitive Motion Sickness" or

"Cumulative Trauma Disease." Among the specific illnesses are "Carpal Tunnel Syndrome" and "Tendinitis." The law requiring this training took effect as of January 1, 1990.

This law was revised effective January 1, 1992. Currently, any employee whose primary task is to operate a terminal for more than four (4) consecutive hours, exclusive of breaks, on a daily basis is to be provided training. New employees meeting this criteria shall be provided training within their first month of employment as terminal operators. Current employees shall be provided training annually.

The education training program must be provided both orally and in writing, except that an employer that uses fewer than five (5) terminals at one location may provide the training in written form only. This training shall include, at a minimum:

- written notice explaining these rights and duties,
- an explanation or description of the proper use of terminals and the protective measures an operator can take,

- instruction relating to proper posture.

Training is available through your department. See your supervisor or departmental human resource representative.

**Workers' Compensation** - The workers' compensation system exists to assist employees who are injured on the job. The State Of Maine Program is a self-insured program. This means that no insurance company is involved.

Here are a few things you need to know:

- If you are injured on the job or get an occupational illness, you must inform your employer within 90 days. Otherwise, you could lose your right to workers' compensation benefits.
- If you need medical treatment, tell your employer. (Your employer has the right to select your health care provider for the first ten (10) days.
- If after ten (10) days you want to select a different health care provider, you must give your employer:
  1. The name of the provider

2. A statement of intent to treat with the provider.

Your employer can object, with good cause, to your selection.

- Once an employee receives treatment with a health care provider of their choice, the employee may not change health care providers more than once without approval. The above statement does not apply to referrals made to a specialist by the health care provider. The employee may not seek treatment from a specialist without prior approval.
- The employee must pay their own attorney's fees. Any fee charged must be approved by the Workers' Compensation Board.
- Compensation for incapacity is not payable for the first seven (7) days of incapacity, except for firefighters, unless the incapacity continues for more than fourteen (14) days.
- Health care providers shall prescribe generic drugs whenever medically acceptable. Employees shall purchase generic drugs, with a Workers' Compensation Rx Card, if the prescribing physician indicates that generic

drugs may be used and if they are available at the time and place of purchase.

- The Workers' Compensation Unit requires pre-certification for all therapies which exceed four (4) weeks. Any elective surgery or MRI studies need to be preauthorized through the utilization review program. This process will be explained to you in the event you sustain a work related injury. This process should be followed in order to avoid dispute over

whether these expenses are reasonable and medically necessary.

If you have any questions, please check with your supervisor, department Human Resource Representative or the Workers' Compensation Division.

**Resources** - A listing of selected resources can be found in Appendix A.

## **Section 8 - State and Public Responsibility**

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### **Summary:**

- You play an important role in influencing the public's perception of State Government.
- Your department will inform you of the types of confidential information with which you may work.
- Any task, circumstance or outside employment that is in conflict with, or could be viewed to be in conflict with, your State job is to be avoided. Please check with your supervisor or department head for advice on potential areas of Conflict of interest.
- Privacy of Records - personal information that is maintained in your individual personnel file is protected information, and access to this information is controlled.
- Resources - see resource list in Appendix A and B.

**You and the Public** - Maine State Government exists to serve its citizens. As a State employee you will play a part in serving the public and the way that you treat the public will greatly influence the public's perception of its State government. When the public deals with you, you become the State Of Maine. As a public servant, courtesy is one of the most important parts of your job. Think of yourself as an ambassador. Everything you say and do affects how Maine citizens feel about their government. Always keep in mind that the people you are serving do not always have the same knowledge that you do about a State program or service and very often need to be guided in their dealings with government. Every phone call you receive and every question that you are asked deserves a polite and prompt response. All questions are important, and very often, it is the small things that you do or say that will make people feel good about their government.

**Confidentiality** - In the course of doing the State's business, the information that you have access to may be protected by confidentiality laws or security factors. It practically goes without saying that your access to confidential

information may never be used for your personal gain or benefit. Further, you should never discuss confidential information with other persons except those who are entitled to this information by virtue of their office or position. If you do work with confidential information, your employing department will have particular regulations or expectations for the way that you treat this information. Learn these regulations and expectations and follow them carefully.

**Conflict of Interest** - A fundamental principle of Maine State Government is that State employees are trustees for all the people. The public demands and deserves to be treated fairly, honestly, and with integrity. It is very important, therefore, that you avoid any task, circumstance or outside employment that is in conflict with, or could be viewed to be in conflict with your State job. The basic State guideline that governs "conflict of interest" is: You may not ask for or accept any goods or services that have a monetary value from any person or business that does business or expects to do business with the State of Maine (advertising items of nominal value such as calendars and pens are not deemed to be gifts). In addition, your employing



department may have particular regulations or expectations that deal with or identify more specific concerns for your State job. As you might imagine, there are many gray areas in dealing with possible conflicts of interest. Therefore, if you are ever in doubt concerning an activity at work or away from work, you should contact your supervisor or department head for advice.

**Privacy of Records** - The Civil Service Law protects information that relates to your application and examination for employment in State Government. This protected information is confidential and not open to public inspection. Once you are employed by the State, personal information that is maintained in your individual personnel file (whether at your agency or the Bureau of Human Resources) such as your sex, age, race, home address, telephone number, and your individual choices for life and health insurance plan options, payroll deductions and pension plan coverage is also protected. Other protected information that may be maintained in your personnel file includes: medical information, performance evaluations and personal references that were submitted in confidence,

information relating to your credit worthiness and information pertaining to the personal history, general character or conduct of members of your immediate family.

You will always have access to your own protected records and may sign a release form to authorize the release of your confidential records to another named person (e.g., your lawyer or physician).

Under authority of law, the Director of Human Resources may, upon request, authorize the controlled release of protected information when this information needs to be accessed by a department head, the department head's designee or the Director of Employee Relations in order to adequately represent the State as an employer. As example, the Director of Human Resources may authorize controlled access of confidential records for contract negotiation proceedings, fact-finding proceedings, grievance proceedings and other proceedings in which the State's legal interests are at stake.

Similarly, employee union organizations may be provided controlled access to protected

information when these organizations need access to this information to adequately represent their employee members in grievance

and other proceedings that are required by contractual agreements and the State's collective bargaining law.

## **Section 9 - Payroll Information**

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### **Summary:**

- State employees are paid on a biweekly basis, covering the prior two week's work.
- Payroll checks are distributed at the work site.
- Payroll Deductions are made for such items as taxes, retirement contributions, health and life insurance, union dues, savings bond, and deferred compensation.
- You may elect to have your pay check directly deposited into your bank or credit union accounts.
- Resources - see resource list in Appendix A.

## **PAYROLL INFORMATION:**

**Payroll Checks and Deductions** - Pay stubs have been designed to provide you with information about your pay and benefits in an easy to read format. Additionally, checks are delivered in self-sealing envelopes so that your pay information remains confidential. The following information is included on your pay stub:

**Benefits & Coverage:** Health, dental & life insurance benefits: listed with the associated coverage.

**Tax (W4) Info:** Taxes are withheld based on this information which was obtained from the last W4 form you filed.

**Time Off w/o Pay:** The amount of hours associated with any leave without pay will be listed.

*Earnings, Taxes, Direct Deposits, Deductions and State Paid Contributions* are listed under separate headings, and current pay and year-to-date information is provided.

**Earnings:** Pay hours and amounts (regular, overtime, shift, etc.) are listed separately and totaled at the end of this section. This total also appears under 'Gross Pay' in Section 9. A 'N' in the '\*\*' column signifies a non-paid earning (eg. - imputed life).

**Taxes Withheld:** State and federal taxes, and FICA (medicare and/or social security) are reported.

**Direct Deposit:** That portion of your payment which will be electronically deposited in a bank account is reported. The Maine State Employees Credit Union deduction is not listed here, but will be reported under the Deductions category.

**Deductions:** Your nontax pay deductions are listed. A 'P' in the '\*\*' column signifies a pretax deduction (eg. - health, dental and retirement).

**State Paid Contributions:** These are the benefit related costs that the state is paying on your behalf.

Earnings Summary: Federal Taxable Wages is calculated by subtracting your Pretax Deductions from your Gross Pay. Net Pay is calculated by subtracting your Non-Paid Earnings, Taxes and Deductions from Gross Pay. Direct Deposit amounts are considered part of your Net Pay.

Messages: This area of the stub is used to inform you of events that may impact your pay stub.

**Direct Deposit** - By taking advantage of this option, you may enjoy the convenience of receiving your pay without having to travel to one or more banking institutions to deposit it into your checking or savings accounts. Direct deposit is the safest way to get your money in your account(s) without having to worry about lost, stolen or damaged checks. In fact, it is possible to direct one's pay into as many as three different banks and up to four different accounts among those three banks. Two of the accounts can be savings accounts and two can be checking accounts.

You can specify either a specific amount or 100 percent of pay to go into an account. It should be noted that the amount which may be direct deposited is the amount of net pay due the employee after all taxes and deductions have been withheld from your gross pay. If 100 percent is specified for direct deposit into a particular account all of your remaining net pay will be deposited into that account. Regardless of which option you choose, you will still receive a record with direct deposit. We will provide you with a pay stub which documents your gross and net pay along with details of all pays, taxes and deduction. In addition, your monthly statement from your financial institution will provide a record of the deposits made to your account(s).

To initiate direct deposit, a State of Maine Direct Deposit Authorization Form must be completed and returned to your agency payroll clerk. This form is available from your payroll clerk or from Accounts & Control's Direct Deposit Website (see *Appendix A*).

## **Section 10 - Training And Development**

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### **Summary:**

- The goal of training is to develop life long learning opportunities for employees and support agencies in their training efforts.
- Training programs promote skill development for supervisors, managers and employees.
- Maine State Statutes requires training for newly hired employees and some supervisors.
- Registration procedures are user friendly and can be found in the State training catalog, through your supervisor, training liaison, or by calling our office.
- Accessing Services and Programs
- Many State departments have Reimbursement for Advanced Courses and you should talk with your personnel office for information.
- Resources - see resource list in Appendix A.

## **TRAINING AND DEVELOPMENT:**

The State Training Office role, in part stated in Maine State Statutes, is to provide for a statewide coordinated training and organizational development system and services, which complements the training efforts of the various departments.

**Training Goal** - Our goal is to develop life long learning opportunities for employees and support agencies in their training efforts. The office develops and implements training programs to ensure that managers and supervisors have the skills and knowledge needed to manage people effectively; provides career and professional development programs for employees; provides state agencies with organizational development and management consulting services; and provides technical assistance and other programs for training and organizational development.

**Training Programs** - The Training Catalog contains a host of programs promoting skill development for supervisors, managers and employees, including the Harvard curriculum for

negotiation skills, conflict management, dealing with performance problems, team effectiveness and more. In the past, the State Training Office has also provided executive development programs. Currently the Training Office plays a coordinating role in the statewide Quality efforts and statewide initiatives such as strategic planning, Margaret Chase Smith quality criteria and employee recognition. Our programs are listed in our annual catalog and special announcements, sent to Commissioners, managers, supervisors, training liaisons and personnel officers.

**Required Training** - Maine State Statutes requires that all persons who enter into management and supervisory positions in State Government attend the Bureau of Human Resource's supervisory and management training course, "Managing in State Government" (MSG). At a minimum this training includes instruction in employee evaluation and is delivered to all supervisors during their probationary period as a supervisor. The Statutes also require new employees to attend the Bureau of Human Resource's New Employee Orientation in their initial six months.

**Registration** - Complete the State Training application form (one for each program request). Have your supervisor and appointing authority (person who authorizes payment) sign the form. If necessary, have your department's training liaison initial. Send to State Training, 4 State House Station, Augusta, ME 04333. If your application is approved you will receive a confirmation two weeks prior to the program. Once confirmed your department will be charged whether or not you attend. You can, however, find a replacement. Please call our office (287-4400) as soon as you can.

**Accessing our Services and Programs** - Call us at 287-4400. We will respond to you within three working days, often much sooner, to discuss in more depth your plans and needs.

You may also contact your agency Human Resource Representative or Training Liaison to learn more about these programs and training opportunities available through your agency.

**Reimbursement for Advanced Courses** - Many State departments have an educational leave policy that reimburses employees for the expense of taking advance courses that are deemed to be of value to the growth and development of their employees and that will help improve the programs and services that they administer. Reimbursement for these expenses must be approved in advance, and employees who are planning to take advance courses should contact their departmental personnel office for information on their department's policy and their eligibility for financial assistance.



## Appendix A

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### References:

#### **Office of the Governor**

1 State House Station  
Augusta, ME 04333-0001  
Telephone: (207) 287-3531  
Fax: (207) 287-1034

#### **Section 1 - Employee Benefits**

Bureau of Employee Health & Benefits  
114 State House Station  
Augusta, ME 04333-0114  
Telephone: (207) 287-6780  
1-800-422-4503  
TTY: (207) 287-6798  
TTY: 1-800-246-5400  
Fax: (207) 287-6796

#### **Department Payroll Clerk**

#### **Departmental Human Resource Representative**

#### **Maine State Retirement System**

46 State House Station  
Augusta, ME 04333-0046  
Telephone: (207) 287-3461  
Toll free in Maine: 1-800-451-9800  
TTY: (207) 287-8446

#### **Bureau of Accounts & Control**

Central Payroll  
14 State House Station  
Augusta, ME 04333-0014  
Telephone: (207) 626-8453 or 626-8452

#### **State Group Life Insurance**

Maine State Retirement System  
46 State House Station  
Augusta, ME 04333-0046  
Telephone: (207) 287-3461  
Toll free in Maine: 1-800-451-9800  
TTY: (207) 287-8446

## **Section 2 - Leave Time**

- Supervisor
- Departmental Human Resource Representative
- Bureau of Employee Relations

79 State House Station  
Augusta, ME 04333-0079  
Telephone: (207) 287-4447  
TTY: (207) 287-4537  
Fax: (207) 287-4452

## **Section 4 - Personnel Policy & Procedures**

- Supervisor
- Departmental Human Resource Representative
- Bureau of Human Resources
- Departmental Financial Officer

## **Section 6 - Legal Requirements**

- Supervisor
- Department Equal Employment Opportunity Officer
- Departmental Human Resource Representative
- State Affirmative Action Coordinator

4 State House Station  
Augusta, ME 04333-0004  
Telephone: (207) 287-4425  
TTY: (207) 287-4537

## **Section 3 - Collective Bargaining**

- Supervisor
- Applicable Union
- Bureau of Employee Relations

79 State House Station  
Augusta, ME 04333-0079  
Telephone: (207) 287-4447  
TTY: (207) 287-4537  
Fax: (207) 287-4452

## **Section 5 - Civil Service System**

- Supervisor
- Departmental Human Resource Representative
- Bureau of Human Resources:

**INTRANET:** State Employee News Center  
[http://only.state.me.us/emp\\_news/emphome.htm](http://only.state.me.us/emp_news/emphome.htm)  
**INTERNET:** Bureau of Human Resources Homepage  
<http://www.state.me.us/bhr/humanres.htm>

## **Section 7 - Health & Safety**

- Supervisor
- Departmental Human Resource Representative
- Employee Assistance Program (EAP) (See brochure)
- Workers' Compensation Division

114 State House Station  
Augusta, ME 04333-0114  
Telephone: (207) 287-4442  
TTY: (207) 287-6798  
Fax: (207) 287-6796

### **Section 8 - State Culture & Public Responsibility**

- Supervisor
- Departmental Human Resource Representative

### **Section 10 - Training & Development**

- Supervisor
  - Departmental Human Resource Representative
  - Department Training Liaison
  - State Training & Development Office
- 4 State House Station  
Augusta, ME 04333-0004  
Telephone: (207) 287-4400  
TTY: (207) 287-4537  
Fax: 287-4414

### **Section 9 - Payroll Information**

- Department Payroll Clerk
- Accounts & Control Direct Deposit Web Site:

#### **INTRANET:**

<http://www.state.me.us/ac/dirdep.htm>

## **Appendix B**

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### **Employee Representation:**

#### **Maine State Employee Association (MSEA)**

165 State Street

Augusta, ME 04330

Telephone: (207) 622-3151

TTY: 1-800-321-2626

All other Maine phones: 1-800-452-8794

#### **Maine State Troopers' Association (MSTA)**

99 Western Avenue

Augusta, ME 04330

Telephone: (207) 622-2277

#### **American Federation of State, County & Municipal Employees (AFSCME)**

1 Community Drive

Augusta, ME 04330

Telephone: (207) 622-6191

## Appendix C

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### Department Representatives:

Department	First Name	Last Name	Tel #	*HRR	•EEO	Training Liaison
DAFS	Patricia	Beaudoin	624-7400	X	X	X
A.C.E.	J Robert	Harper	287-8752	X	X	X
Agriculture	Amanda	Dority	287-7578	X	X	X
Arts Commission	Del	Pushard	287-5620	X		
Attorney General	Ed	Mouradian	626-8800	X		
Audit	Gayle	Knight	624-6250	X	X	X
Baxter State Park	Irvin	Caverly	723-9500	X		
Behavioral & Developmental Services	Kathi	Lincoln	287-4289		X	
“ “ “ (BDS)	Debbie	Webb	287-4263	X		X
BDS - AMHI	Lucia	Nadeau	287-7240	X		
BDS - BMHI	Ruth	Mullaney	941-4070	X		
BDS - ELC	Carol A.	Trottier	941-4408	X		
BDS - Aroostook Res Ctr	Wayne	Morrow	764-2010	X		
Conservation	Debra	Phillips	287-4925	X	X	X
Corrections	Jan	LaPointe	287-4368	X	X	X
Corrections - Maine State Prison	Charlene	Gamage	354-3060	X		
Corrections - Downeast Corr Facility	Sandra	Altmannsberger	255-4554	X		
Corrections - Maine Youth Center	Eric	Gilliam	822-2604	X		
Defense, Veterans, & EMS	Mary Jayne	Monroe	626-4296	X	X	X
DECD	Patricia	Beaudoin	624-7400	X	X	X
Education	Jeannine	Ayotte	624-6835	X		
Education	Valerie	Seaberg	624-6834		X	X
Environmental Protection	Alan	Lane	287-7835		X	X
Environmental Protection	Malcolm	Burson	287-7755			
Historic Preservation Commission	Del	Pushard	287-5620	X		

Department	First Name	Last Name	Tel #	*HRR	•EEO	Training Liaison
Human Rights Commission	Cheryl	Foote	624-6050	X		X
Human Rights Commission	Francia	Davis	624-6050		X	
Human Services			287-3488		X	
Human Services			287-1875	X		
Human Services	Kate	Carnes	624-5373			X
Inland Fish & Wildlife	Janet	Silva	287-5211	X	X	X
Labor	T. Kathleen	Dunford	287-2876	X		X
Labor	Michaela	Loisel	287-3337		X	
Marine Resources	Debbie	Everett	624-6567	X	X	X
Professional & Financial Regulation	April	Panosian	624-8505	X	X	X
Public Advocate	Patricia	Moody	287-2447	X		
Public Utilities Commission	Dennis	Keschl	287-1353			X
Public Utilities Commission	Ray	Robichaud	287-1357	X	X	
Public Safety	Scott	Johnson	287-3969	X		X
Public Safety	Holly	Pomelow	624-8977		X	
Secretary of State - BMV	Michael	LeBlanc	624-9010	X	X	
Secretary of State - BMV	Allen	Moss	624-9012			X
Secretary of State - CEC	Tim	Poulin	287-4173	X		
State Library/Museum	Del	Pushard	287-5620	X		
State Planning Office	Patricia	Beaudoin	624-7400	X	X	
State Planning Office	Jody	Harris	287-5424			X
Transportation	Jane	Gilbert	624-3050	X		
Transportation	Patty	Castonguay	624-3049		X	
Transportation	Helen	Wieczorek	624-3064			X
Treasury	Kristi	Carlow	624-7468	X		X
Treasury	Dale	McCormick	624-7477		X	
Workers' Compensation Board	Bonnie	Harris	287-7058	X	X	X

## Appendix D

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### Resources for Health & Safety Information:

State of Maine government offers many resources for health and safety information, training, and assistance. The use of these resources is encouraged. These resources include, but are not limited to, the following:

Bureau of Highway Safety  
Department of Public Safety  
Telephone: 582-8776

Responsible for the State's highway safety program, this Bureau provides and facilitates technical assistance to other agencies to develop highway safety programs.

Bureau of Labor Standards  
Department of Labor  
Telephone: 624-6400

This Bureau has programs which may be of use to those with occupational safety and health concerns. Although the Bureau has enforcement responsibilities, the staff is committed to promoting and supporting cooperative efforts.

Employee Assistance Program (EAP)  
Department of Administrative & Financial Services  
Telephone numbers vary

This is free, confidential, counseling, assessment, and referral services for employees, their families or household members and retirees who have problems they cannot solve alone. See the additional information provided in the brochure.

Labor/Management Committee on Building Safety  
Telephone: 622-3151

Meeting formally every other month, this committee concentrates on the identification and alleviation of health and safety concerns. It is the duty of both labor and management to assure a safe and healthy workplace.

MSEA Health & Safety Representatives  
Telephone: 622-3151

MSEA has always been a proponent of health and safety issues. These are trained employee volunteers with a

Risk Management Division  
Department of Administrative & Financial Services  
Telephone: 287-2341 or 1-800-525-1252

Workers' Compensation Division  
Department of Administrative & Financial Services  
Telephone: 287-4440

Department Safety Committees

concern and a commitment that the safe and healthy workplace becomes a reality.

This division insures the state's property, activities, and employees, while taking a pro-active stance on health and safety. It funds loss prevention projects, produces an employee health and safety newsletter, maintains a free safety video library, and acts as a resource for securing assistance, materials, or advice on any health and safety issues.

The mission of this division involves work related injuries and illnesses. This division strives to reduce these injuries and illnesses, improve the quality of services for injured employees, reduce medical costs, and reduce the duration and severity of employee incapacity. This unit also advises agencies on safety and rehabilitation programs and maintains data for program development and evaluation.

Each department has a committee that studies health and safety issues within its own department. Management, labor, and other employees make up the membership. You may check with your supervisor or human resource representative for information about your department's safety committee.